



User's Guide 3

Online Calculators

JUNE 2010



User's Guides

Éco Entreprises Québec (ÉEQ) publishes user's guides to assist companies in fulfilling their obligation to report quantities of materials generated and ultimately intended for Quebec consumers. If your company owns a brand, a name or a distinguishing guise or is a first supplier of consumer products or printed matter in Quebec, we recommend that you designate a Primary Contact for your company. This individual (and others, as required) should review this guidebook to find out how to file a Company Report in order to ensure your company complies with the Environment Quality Act.

User's Guide 1: Getting Ready to Register and File a Company Report

This guide explains basic program features and general information required for targeted companies and organizations to register with ÉEQ. It also provides guidance for companies to determine what data to include in the Company Report, including information on designated materials to report, packaging and printed matter exemptions and applicable deductions.

User's Guide 2: How to File a Company Report

This step-by-step guide provides vital information to Primary Contacts to help them file Company Reports.

User's Guide 3 : Online Calculators

This guide supports companies and organizations in the use of calculation tools. It provides the two following types of online calculators : Composite Based Calculators (CBC) and Sectoral Calculators.

User's Guides shall be used only as a reference and do not constitute legal documents. Legal obligations of targeted companies and organizations are described in the Schedules of Contributions adopted by Éco Entreprises Québec, which are published on its website. ÉEQ reserves the right to modify these User's Guides at any time. ÉEQ will provide updates to targeted companies and organizations as the program evolves.

For more information

For a copy of Éco Entreprises Québec's Schedule of Contributions and more information on your obligations, visit www.ecoentreprises.qc.ca, call **514-987-1700** or **1 877 987-1491** or send your request by e-mail at: service@ecoentreprises.qc.ca.

Éco Entreprises Québec

1600 René-Lévesque Blvd. West, Suite 600
Montréal, Quebec H3H 1P9
Fax: 514-987-1598



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1. Online Calculators

Introduction

Éco Entreprises Québec offers two types of online calculators to help targeted companies file their Company Reports.

The calculators are designed to assist targeted companies that generate a broad range of products in specified sectors and that may not have access to packaging data as they are a first supplier or distributor.

Starting with the 2007 Schedule of Contributions, targeted companies will need to obtain ÉEQ's approval to use any of the calculators offered. It should be noted that only calculators that have been authorized by ÉEQ are accepted for Company Report calculations.

This User's Guide describes what sales/unit data to collect and demonstrates how to use the calculators available on the "Data" screen of ÉEQ's online reporting system. It is a companion to User's Guide 2 which describes how to use the online interactive reporting system. Appendix A in this User's Guide lists available calculators and provides examples of products for each. The Appendix will be updated as additional calculators are approved and made available to targeted companies.

Please note that calculators in Excel format are also available and are explained in a separate guidebook.

1. Online Calculators

1.1 Sectoral Calculators (\$)

Sectoral calculators were developed by Stewardship Ontario and have been accepted for use by ÉEQ. They were designed to estimate the number of kilograms of designated materials based on sales revenue for a particular sector. Stewardship Ontario obtained sector specific packaging data from another country and then correlated this packaging mix both to Ontario's waste stream and to provincial retail sales. You should therefore be aware that the data may not correspond perfectly to Quebec realities.

This conversion from dollar sales to kilograms of packaging is not necessarily accurate for several reasons. For example, two pairs of running shoes may have the same quantity of packaging; however the higher priced shoe will generate a higher estimate of designated materials than the more economical shoe.

We would therefore like to remind users that sectoral calculators are offered as tools for companies unable to gather precise data on the designated materials they generate. Users of these calculators should be aware that data are estimated from industry averages and the numbers produced may not reflect a company's particular situation.

ÉEQ is well aware of this discrepancy and is already working on eliminating the use of sectoral calculators as targeted companies begin to establish their own internal data collection systems. Your objective should therefore be to develop your own data collection procedure in order to replace estimated packaging data generated with this type of calculator.

However, the ability to use a calculator may be valuable in some situations, especially for targeted companies that have to calculate packaging weight data from broad bands of products



2. Conditions and Limitations of Online Calculators

or various sales departments. In recognition of this, ÉEQ and Stewardship Ontario set out to replace, in the medium term, the sales based calculator with a more accurate unit based tool.

1.2. Composite Based Calculators (CBC) (units)

Over the past few years, the Retail Council of Canada (RCC) has worked closely with Stewardship Ontario to develop the Composite Based Calculators (CBCs). The CBCs were first offered to provide a means of transitioning from a sales based approach to unit sales based approach in calculators. The CBCs are based on data generated in a representative series of packaging audits.

2. Conditions and Limitations of Online Calculators

Any targeted company that uses an online calculator tool agrees that:

- Its use is voluntary;
- There are no rebates or retroactive fees connected with its use;
- It provides a reasonable estimate of designated materials generated under ÉEQ's Schedule of Contributions;
- The contribution calculated is a "fair" assessment and the targeted company will not file a dispute regarding the estimated quantities of designated materials;
- Calculators must be used online; they may not be used to calculate results "outside" of the online interactive reporting system (Company Reports prepared this way are considered incomplete);
- Actual packaging data for the products included are unavailable;
- The use of the calculators is subject to audit by ÉEQ.

If a targeted company does not meet these conditions or is not satisfied with the data on designated materials that are generated by a calculator, then that company is required to report actual packaging data using any of the approaches described in User's Guide 1.

The two online calculators cover over a dozen sectors with some limitations. Before using a calculator, the targeted company needs to determine if any of the limitations preclude its use for them.

In its adjustment factors, calculators take account of all containers, packaging and printed matter that are sold with the product. For example, a video recorder is sold in a boxboard box with plastic film, polystyrene foam and an instruction booklet. All these materials are therefore already considered by the calculator.

However, online calculators do not include:

- ***Point of sale service packaging such as carry-out bags, gift boxes, packaging specific to online or mail order sales;***
- ***Any printed material such as advertising, flyers, direct mailings and catalogues.***

It is the obligation of targeted companies to quantify and report this type of designated materials in their Company Reports, separately from data produced by the online calculator. In order to include this data, the company will need to create another division (see Section 3 of User's Guide 2) and enter that data directly in the table on the "Data" screen of the interactive reporting system.



3. Online Calculators

3. Online Calculators

Two types of calculators are available for use directly through the online interactive reporting system: the sales based calculators (i.e. the Sectoral Calculators) and the Composite Based Calculators (CBCs).

3.1 Sectoral Calculators (\$)

Sectoral calculators calculate the number of kilograms of designated materials (i.e. the weight of designated packaging and printed matter) for which the company is the owner of the brand, name or distinguishing guise, or their first supplier in Quebec, for a chosen sector according to the dollar value reported.

Retailers

Retailers are to provide data **indicating the cost of goods purchased** and resold in Quebec only.

Manufacturers, suppliers and distributors

Distributors, first suppliers, manufacturers and vendors are to provide data indicating the **net revenue from the sales of goods in Quebec** in that sector. This includes all products that are eventually sold, or potentially sold, to consumers regardless if a particular product has packaging, as these materials were accounted for in the development of the calculators.

Targeted companies should also recognize and accept that the calculators may generate an estimate of designated materials in categories other than those that concern them. Please note that targeted companies will enter their sales in millions of dollars for each sector calculator selected. The interactive reporting system will accept up to three figures after the decimal point (xx.xxx). Thus, if you enter only units, the system will automatically generate three zero decimals.

Appendix A includes a complete list of available sectoral calculators as well as examples of products that are included in each calculator. If your products do not appear in the list, please contact ÉEQ's Member Services Department by e-mail at service@ecoentreprises.qc.ca or by phone at 514-987-1700 or 1-877-987-1491.

3.2 Composite Based Calculators (CBC) (units)

CBCs are unit based calculators which calculate the number of kilograms of designated materials based on the number of units of obligated products that are sold in Quebec by a targeted company in that sector. This includes all products that are eventually sold, or potentially sold, to consumers regardless if a particular product has packaging, as these materials were accounted for in the development of the calculators. Targeted companies should also recognize and accept that the calculators may generate an estimate of designated materials in categories other than those that concern them.

Please note that targeted companies should enter the total number of units sold for each CBC selected.

Appendix B includes a complete list of Composite Based Calculators as well as a list of the products that are included in each calculator. If your products do not appear in the list, please contact ÉEQ's Customer Service Department by e-mail at service@ecoentreprises.qc.ca or by phone at 514-987-1700 or 1-877-987-1491.



4. Using Online Calculators

4. Using Online Calculators

- 1) Determine whether one or more calculators presented in this guide applies to your company.
- 2) If you would like to use one or more calculators, fill out the application form to use a calculator (see Appendix C).
- 3) Identify the divisions of the company that have generated designated materials and should be included in your Company Report.
- 4) Follow the procedure described in User's Guide 2 to begin the reporting process. At the "Data" screen, follow the steps below:
 - a) Using the instructions in Users' Guide 2, set up a division for each calculator you will be using (please note only one calculator may be used per division).
 - b) Select the division to enter data by clicking on it and then on "Modify."
 - c) Select "Yes" to the option "Use a calculator."
 - d) Select the class that applies for that division. Then select the applicable sub-class. Please note that some classes will not have sub-classes; in that case, no sub-classes will be available.

- e) Enter sales figures (millions of dollars) or total units in the field provided. The system will indicate what is required for the calculator you have chosen.
- f) Repeat steps b) to e) as required until you have entered the data for all divisions.
- g) Enter data on printed matter (excluding manuals) and service packaging that are not included in the calculators; these must be entered separately. You may also add a 'Service Packaging' division as you have the other division(s); however, do not tick the box next to "Use a Calculator." See User's Guide 1 to see how to enter actual data into the system.
- h) Follow instructions in User's Guide 2 to complete your Company Report.



4. Using Online Calculators

For more information

If you have questions regarding the products covered by a calculator, please contact ÉEQ's Customer Service Department at 514-987-1700 or 1-877-987-1491 or by e-mail at service@ecoentreprises.qc.ca.



Appendix A

Items Included in Sectoral Calculators





Appendix A : Items Included in Sectoral Calculators

Please note that some products have been included in the calculators because of their similarity in terms of containers, packaging or printed matter.

Dollar Based

Sector/Department Descriptor	What Products are Included
Pet Food, Supplies, Accessories	Pet food, cat litter, toys, pet accessories, pet care products.
Jewellery and Watch Making	Jewellery, clocks, watches, silverware (other than tableware), fashion accessories (belts, sunglasses).
Shoes/Footwear	Footwear and accessories.
Leather and Travel Goods	Leather goods, wallets, luggage, handbags, travel and sport bags, knapsacks, briefcases, computer bags Excludes: leather shoes.
Sporting Equipment, Hiking, Camping, Bicycle Accessories	Sporting equipment, weights, water sports, hunting, fishing, camping, bicycle products and accessories.
Paper and Stationery	School and office supplies including writing and drawing materials and accessories, filing articles, photo albums, picture frames, stationery, paper for general use (for its packaging only), photographic paper. Excludes: books, newspapers, magazines, paper for general use.
Automotive Parts and Accessories	Automotive parts including batteries, tires, head lamps, lubricants, car cleaning and maintenance products (windshield wiper fluid), automotive tools. Excludes: Tire or battery installation and maintenance services.
Health Care Products, Non-Prescription and Prescription Drugs	Prescription and non-prescription drug products, natural health products, sunscreen, vitamins, supplements.
Personal Care, Cosmetics, Fragrances	Hair care products and accessories, body and facial care products, cosmetics, gift boxes, fragrances, dental care products, children's products (pacifiers, rattles), lighters.





Appendix A : Items Included in Sectoral Calculators

Sector/Department Descriptor	What Products are Included
Garden and Outdoor Products	Seeds, garden products (plants, soils, fertilizers), garden tools, pots, protective accessories, garden furniture, chairs and tables.
Hardware	Small tools and accessories for home repair and construction such as adhesives, bathroom accessories, construction materials, woodworking accessories, drill/driving accessories, extension wires, power supply bars, timers, floor coverings home lighting and fans, tools for measuring and marking, painting tools, hammers, standing tools, draftproofing materials, vacuums & accessories, storage accessories, etc.
Clothing/Fabric/Sewing	Men's, women's, children's and baby clothing.
Food	
Packaged Food/Fresh Produce	Includes all packaged foods below, plus fresh produce.
Frozen Food/Canned Food/Sauces/Dressings	Fruit, fruit juices, soups, vegetables, jams, jellies.
Baked Goods/Biscuits/Cereals/Pasta	Dry cereal, pasta, cookies, crackers and baked goods.
Confectionery/Sugar	Chocolates, sweets, chewing gum, sugar.
Ice cream/Frozen Desserts	Frozen confectionery/pastries, ice cream bars.
Savory Snack Foods	Potato chips, pretzels, nuts.
Edible Oils/Fats/Margarine	Cooking oil, lard.
Fish/Red Meat/Poultry/Eggs	Fresh packaged fish/meat, deli meats, eggs.
Dairy Products	Milk, butter, yogurt, cheese, cream.





APPENDIX B

Items Included in CBCs





Appendix B : Items Included in CBCs

Please note that some products have been included in the calculators because of their similarity in terms of containers, packaging or printed matter

Unit Based

Sector/Department Descriptor	What Products are Included
Cleaning and Maintenance: Cleaning Chemicals	All purpose cleaners, all purpose wipes, bathroom cleaners, bleach, bowl/drain cleaner, automatic dishwasher detergent, dishwashing liquid, glass cleaner, kitchen cleaners, oven cleaner, metal pot cleaner.
Laundry Products	Fabric cleaner/deodorizer, fabric softener liquid, fabric softener sheet, laundry detergent liquid and powder.
Paper Products	Bathroom tissue, disposable cups/plates, facial tissue, flatware, foil pans, foil wrap, food wrap, freezer bags, paper napkins, paper towels, sandwich bags, storage bags, storage container, straws, trash bags, diapers, sanitary napkins, tampons, incontinence underwear.
Other Cleaning Products	Ant killer, brooms, dust pans, brushes, lint brushes, clip strips, dust mops, dusters, dye powder, gloves, pails, receptacles, sponges, wet mops , room deodorizers.
Electronics: Home & Portable Electronic Accessories	Fuses, hardware for audio/video tapes, DVDs, CDs, head cleaners, headphones, home misc. audio accessories, illumination, light bulbs, interconnect, PDA accessories (stylus, batteries, covers, memory), power bars, power delivery kits, power OEM upgrades, power terminals, power wire, radar detectors, remotes, scanners hardware, sound proofing, speaker terminals, speaker wire, speakers under 16", surge protectors, vocal microphones, disposable cameras, photographic film, various batteries.
Displays	CRT monitors (including combination systems with DVD or VCR), LCD monitors, televisions (CRT, LCD, flat screen, rear projection, plasma).





Appendix B : Items Included in CBCs

Sector/Department Descriptor	What Products are Included
Portable Audio & Video Equipment	Accessories for electronic organizers/handheld computers, binoculars, boombox, calculators, camcorders, camera lenses, car kits for personal CD players, clock radio, digital cameras, electronic organizers/handheld computers, FRS radios, GPS accessories, GPS hardware, iC recorder, iPODs, LIC 2 way radio, micro systems, mini systems, MP3 players, optical cameras, pagers (telecommunications), personal cassette players, personal radio, phone accessories, phones, Polaroid, portable personal CD players.
Computer Equipment & Accessories	CPU, notebooks, projectors, keyboards, printers (inkjet and laser), expansion cards (video, sound, TV, network, wireless), internal drives (CD, DVD, tape), PCMCIA cards, memory, processor upgrades, external drives, motherboards, Nintendo Game Cube, Xbox and Playstation accessories, software.
Home Audio & Video Equipment	CD players/recorders, combo DVD/VCR, digital satellite system hardware, DVD players/recorders, non-portable cassette players, radio receivers, speaker racks, speakers 16" or larger, turntables, VCRs, web TV hardware.
Furniture and Bedding:	
Furniture	Armoire, audio cabinet, bed (twin, double, queen, king), bed footboard, bed frame (twin, double, queen, king), bed headboard, bed headboard, bookcase, bed rails & slats, bench, chair, chair ½, chair (rocking, chaise), chest, desk, drawers, dresser, entertainment centre, glider, guardrail, home theatre, ladder, library, loveseat, mantle, mattress (twin, double, queen, king), night stand, ottoman, posture board, recliner, side drawers, sofa, sofa sectional, sofa bed, table (full, coffee, end, lamp, buffet, bedside), tv/vcr stand.
Bedding	Bath sheet, comforter, duvet, face cloth, mattress pad, pillow, pillow cases, pillow sham, rod covers, sheet hooks, sheet set, shower liner, towel (bath, hand, face), wash cloth, table linen (tablecloths, placemats, napkins), dust covers, throws, baby linen, curtains.





Appendix B : Items Included in CBCs

Sector/Department Descriptor	What Products are Included
Kitchen and Household Appliances: Kitchenware	Angel food cake pan, cake pan, colander, cookbook holder, cookie sheet, cookware set, cutting board, dutch oven, expandable trivet, grater, gravy server, lifter, loaf pan, slicers, mixing bowls, muffin tin, oil sprayer, peeler (carrot, potato), pizza pan, roaster, salad spinner, sauce pan, sauté pan tools, serving spoon, skillet, spice bottles, splatter screen, spring form pan, stir fry pan, stovetop kettle, tongs, travel mug, laundry bags, hampers, plastic containers, sunglasses, bathroom accessories.
Small Appliances	Coffee machine (grind & brew), coffee maker, electric and cordless kettles, electric hand mixer, electric knife, food processor/blender, indoor outdoor grill, iron, microwave, sandwich grill, tabletop/floor water cooler, toaster oven, water filter replacement filters, water pitcher with filter, electric can opener, foot baths, massage devices, razors, hair or moustache clippers.
Toys and Games: Activity and Crafts	Activity books, stickers, crafts, cars/trucks, toy guns, miscellaneous toys, building blocks, model accessories, dough, tops/yo-yos, fireworks, ribbons, candles, small lights.
Electric Toys	Electric toys, remote control toys, battery operated playsets.
Outdoor Toys	Outdoor toys (beach sets, pails, crazy carpets, hoola hoops, etc), bulky toys (scooters, aquariums, etc), balls.
Boxed Games	Cards, plush toys, backpacks, board games, puzzles. Does not include building sets.
Pool Toys and Care	Inflatable pools, pool toys, pool accessories, non-chemical pool care products.
Dolls and Accessories	Action figures, dolls, doll accessories, dress-up fashion and jewellery Christmas and thematic decorations.





ANNEX C

Application to use one or more calculators





Request to use a calculator

Information of your company

Company Name: _____ Company Number: _____

Main activity sector of your company in Québec:

- ☐ Retailers and distributors
 ☐ Manufacturers of consumer products
☐ Manufacturers of durable goods
 ☐ Services provider

Sub-sector (ex.: food, clothing, food service, furniture, travel) _____

Information of the primary contact of your company

Name of primary contact: _____

Extension: _____ Telephone: () _____

Company: _____

Address: _____

Address

unit

City

Province

Postal Code

Request to use a calculator

The use of a calculator is requested for: ☐ 2007

The main reason(s) why your company is requesting the use of a calculator:

What are the steps your company will take in order to improve your next report:



Please confirm the calculator(s) your company is requesting :

	New complementary (UBC) (Excel Spreadsheet)	Sectoral Calculators (\$) (on line)	
<input type="checkbox"/>	Pet food, supplies and accessories	■ Pet Food, supplies and accessories	<input type="checkbox"/>
<input type="checkbox"/>	Clothing, footwear, jewellery, leather goods and travel accessories	■ Clothing/Fabric/Sewing	<input type="checkbox"/>
		■ Footwear	<input type="checkbox"/>
		■ Jewellery and watchmaking	<input type="checkbox"/>
		■ Leather goods and travel accessories	<input type="checkbox"/>
<input type="checkbox"/>	Sporting, garden and living equipment	■ Garden and outdoor products	<input type="checkbox"/>
		■ Sport equipment, camping accessories, hiking and bicycling	<input type="checkbox"/>
<input type="checkbox"/>	Automotive parts containers	■ Automobile parts and accessories	<input type="checkbox"/>
<input type="checkbox"/>	Stationery and office products	■ Paper and stationery	<input type="checkbox"/>
<input type="checkbox"/>	Health and personal products	■ Health products, prescription and non prescription medication	<input type="checkbox"/>
		■ Personal care, Cosmetics and Fragrances	<input type="checkbox"/>
<input type="checkbox"/>	Hardware containers	■ Hardware (partially)	<input type="checkbox"/>
		■ Food	<input type="checkbox"/>
	Unit Based Calculator (UBC) (Excel Spreadsheet)	Composite Based Calculator (CBC) (online)	
<input type="checkbox"/>	UBC Calculator (for grocery product packaging, same calculator as 2005-2006 but with the revised 2007 rates)	■ Kitchen Appliances	<input type="checkbox"/>
		■ Electronics	<input type="checkbox"/>
		■ Toys and Games	<input type="checkbox"/>
		■ Furniture and Bedding	<input type="checkbox"/>
		■ Cleaning and Maintenance	<input type="checkbox"/>

Other relevant information :

Once this form is completed, send either by email or fax to our membership services.

1600 René-Lévesque Blvd. West, Suite 600, Montréal (Québec) H3H 1P9
Tel : 514 987-1700 or 1-877-987-1491 | Fax : 514 987-1598

Email : service@ecoentreprises.qc.ca | Website: www.ecoentreprises.qc.ca



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1600 René-Lévesque Blvd. West, Suite 600

Montréal, Québec H3H 1P9

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Fax : 514 987-1598

Member Services : service@ecoentreprises.qc.ca

www.ecoentreprises.qc.ca

